

**BY ORDER OF THE COMMANDER  
435TH AIR BASE WING**

**435TH MISSION SUPPORT SQUADRON  
OPERATING INSTRUCTION 36-1001**

**1 MAY 2009**

**Personnel**



**THE ANNUAL CIVILIAN  
PERFORMANCE AWARDS PROGRAM  
(NON-US AND NON NSPS EMPLOYEES )**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**AVAILABILITY:** This publication is available digitally at:

<http://www.ramstein.af.mil/library/factsheets/factsheet.asp?id=14499>

**RESTRICTIONS:** There are no releasability restrictions on this publication.

---

OPR: 435 MSS/DPCR

Certified by: 435 MSS/CC  
(Lt Col John M. Devillier)

Pages: 5

---

This operating instruction implements AFD 36-7, *Employee and Labor-Management Relations*, USAFEI 36-731, *Non-US Citizen Honorary and Incentive Awards*, AFI 36-1004, *Managing the Civilian Recognition Program*. It applies to all Air Force units under the appointing authority of the installation commander (435 ABW/CC) as outlined in AFI 36-102, *Basic Authority and Responsibility for Civilian Personnel Management and Administration*, to include Geographically Separated Units. Non Air Force units will apply this policy if there is no other regulation in place from the parent organization. It covers US employees not covered under NSPS and Non US appropriated fund employees.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located IN Air Force Records Information Management System (AFRIMS): <https://www.my.af.mil/gcss-af61a/afirms/afirms/rims.cfm>

**1. Policy.**

1.1. Performance awards may be granted to employees to recognize exceptional performance in excess of regular duties and in conjunction with the annual performance rating. They are neither given automatically nor to every employee. The following guidelines will help maintain consistency among all Air Force organizations serviced by 435 MSS/DPC, while allowing units the flexibility they need to meet the objectives of effective performance management. An award bogey approved by the Civilian Resource Corporate Board will be provided to Groups or equivalent level organizations through resource management or personnel channels in early April. Each group commander is responsible to

observe the financial targets imposed by the award bogey and must coordinate with the appropriate budget and/or personnel office if additional funds are required.

## **2. Procedures.**

2.2. There are two types of awards that may be granted:

2.2.1. Cash Awards: A specific dollar amount to be entered on the AF Form 860A, *Civilian Rating of Record* (for US employees) or the Performance Award Worksheet (for Non US employees). Cash awards may range from 1 – 10% of employee's basic annual salary. Depending on the award percentage, different approval levels apply. To determine proper approval levels the dollar amount must be converted to a percentage of employee's basic salary as of 31 March using the following formula:

$$\text{Recommended award amount multiplied by 100} = \text{"X"} \\ \text{"X" divided by employee's basic salary} = \text{Award Percentage}$$

2.2.2. Time-Off Award (TOA): This award may be granted in lieu of, or in conjunction with a cash award. It should be granted in 8 hour (1 day) increments and may not exceed 40 hours for US or 10 workdays per year for Non US employees. For specifics on approval authorities of TOAs and combination awards please refer to paragraph 4f and the attached matrix (atch 1).

2.2.3. For **US** employees, rating supervisors recommend performance awards and appraisal reviewing officials concur in the recommendation by signing the AF 860A, *Civilian Rating of Record*. Employees recommended for an award will not be informed of the award structure or amount until the AF Form 860A is approved AND signed by the award approving official.

2.2.4. For **Non US** employees, the rating supervisor writes up and signs the Performance Award Worksheet (detailed instructions and samples can be found on the CPO Homepage <http://www.ramstein.af.mil/library/factsheets/factsheet.asp?id=7187>, pages 10-13). Employees will not be informed of the award structure or amount until the Performance Award Worksheet is approved and returned from CPF to the recommending official upon processing.

## **3. Approval Authority.**

3.1. Squadron commanders have approval authority for:

3.1.1. Cash awards of 3% of basic salary or less

3.1.2. TOA up to 40 hours or 5 days.

3.2. Group commanders have approval authority for:

3.2.1. Cash awards above 3% of basic salary but less than 5%

3.2.2. Combination of cash award and TOA above 3% but less than 5%

3.3. Wing commanders have approval authority for:

3.3.1. Cash awards of 5% of basic salary but not more than 10%

3.3.2. Combination of cash award and TOA of 5% but not more than 10%

3.4. Cash awards of 10% must be approved by the Secretary of the Air Force; and those for more than \$10,000 must be approved by the Office of Personnel Management. Group commanders desiring this level of an award will provide a request package to 435 MSS/DPCR for processing and coordination IAW guidance provided at the following website:

<http://www.ramstein.af.mil/shared/media/document/AFD-060929-024.pdf>

3.5. It is recommended that each Wing or equivalent level organization establish a performance award panel to review all recommendations of 5% or more. After review, the panel should recommend approval/disapproval to the approving official. Disapproval should require the panel to provide a justification and a recommendation for a more appropriate award amount.

3.6. Approval levels for combination awards (TOA & Cash) need to be determined by adding the percentage of the Cash Award and the percentage of salary represented by the TOA. TOAs are NOT charged against the bogey. The matrix at atch 1 provides a graphic display of combinations and required approval levels. The following values apply:

Length of TOA	Represent	% of Salary
1 Day	Represent	0.4%
2 Days	Represent	0.8%
3 Days	Represent	1.2%
4 Days	Represent	1.6%
5 Days	Represent	2.0%
and so on		
Example: If you combine a 3% Cash Award with a 1 day TOA = 3.4% - requires Group/CC approval		

//SIGNED//

DONALD J. BACON, Colonel, USAF  
Commander

Attachment 1



## **Attachment 2**

### **GLOSSARY OF ACRONYM AND ABBREVIATIONS**

#### ***References***

AFPD 36-7, Employee and Labor-Management Relations,

USAFEI 36-731, Non-US Citizen Honorary and Incentive Awards, 10 May 2007

AFI 36-1004, Management the Civilian Recognition Program,

AF Forms 860A, Civilian Rating of Record, 19990701, V3

#### ***Acronyms and Abbreviations***

TOA--- Time off Award

#### ***Terms***

**Publication**—An officially produced, published and distributed document issued for compliance, implementation, and or information. Includes Policy and Guidance Memorandums.